

**MARYLAND COMMUNITY HEALTH RESOURCES
COMMISSION
BID BOARD NOTICE**

Procurement ID Number: **MHCC 12-027**

Issue Date: **June 8, 2011**

Title: **Implementation of the CHRC Business Plan to
assist Safety Net Providers**

I. BACKGROUND

As directed under HB 450/SB 514 (2011), the Maryland Community Health Resources Commission (CHRC) developed a business plan to provide ongoing technical assistance and support to safety net providers as Maryland implements the Affordable Care Act (ACA).

The CHRC business plan was submitted to the Governor and Maryland General Assembly earlier this year and summarizes the types of technical assistance and support into the following five areas:

1. Provide technical assistance and support related to the “mechanics” of implementing health care reform;
2. Provide support around workforce planning activities, working with the Maryland Department of Health & Mental Hygiene, Governors Workforce Investment Board, and others;
3. Facilitating access to data and analysis that will be used to guide business planning activities of safety net providers;
4. Support the development of expanded systems for eligibility and enrollment; and
5. Catalyze innovative public-private partnerships that will leverage additional resources.

II. SCOPE OF WORK

CHRC intends to select a contractor on a fixed deliverable basis to assist with implementing the following priorities for action within the next 6-9 months:

1. **Creation of an Advisory Committee.** The Advisory Committee will be comprised of internal and external stakeholders that will solicit feedback on potential areas of customized technical assistance to be provided by the Commission to safety net providers. Lead staffing responsibilities for the Advisory Committee will be provided by the CHRC Executive Director, with the assistance of a contractor to serve as a “liaison” to external stakeholders. The contractor will be required to assist the Executive Director in the recruitment of the Advisory Committee and the contractor will be required to plan and staff meetings of the Advisory Committee. It is expected that the membership of the Advisory Committee will be established within the next 3 months. The contractor will also convene meetings with

external audiences (both one-on-one and larger meetings) to solicit the priorities for technical assistance and summarize the findings of these meetings. The contractor will work with the CHRC Executive Director to develop a plan for the CHRC to provide the requested technical assistance to safety net providers. The contractor will provide the Executive Director an interim report due in November, 2012, and a final report due in March, 2013 summarizing the feedback and recommendations for technical assistance received from the Advisory Committee and any additional meetings.

2. Identify additional content and key functionality for the enhanced CHRC’s website.

The contractor will assist with identifying new content for CHRC website to enable the Commission to develop the platforms by which technical assistance can be provided to safety net providers. It is expected that this added content and functions will be developed in concert with the recommendations/requests of the Advisory Committee. The added content and functions should enable the CHRC to provide educational programming around specific topical areas identified through the Advisory Committee and organize the specific requests for customized assistance from external audiences. Potential activities of the Commission could include hosting webinars, peer-learning opportunities, and online learning collaboratives. Potential topics for expanded assistance could include the following areas:

- Medical Homes- Concepts for all providers regardless of participation in the state or CareFirst pilot, which would include disease prevention and management strategies addressing key disparities;
- Business planning for future growth and change - this would include issues addressed in the business plan, including governance buy-in, market assessment, workforce planning, payor mix analysis, service line assessment and options for future viability;
- Participation with third-party payors, including contracting, credentialing, billing, systems design;
- Electronic health records and meaningful use; and
- Integrated behavioral health and primary care.

3. Development of customized “toolkits.” Summarizing feedback received from the Advisory Committee, the contractor will provide recommendations for the content of specific “toolkits” that the CHRC should provide in the future to supplement/support the online educational programming activities provided on the CHRC’s expanded website. The recommendations provided by the contractor will be included in the final report submitted by the contractor to the CHRC in March 2013.

III. CONTRACT DELIVERABLES & DUE DATES

Key Deliverables	Due Date
Assist the CHRC Executive Director in establishing an Advisory Committee	Aug-12
Provide staff support for Advisory Committee meetings	Immediate /Ongoing
Submit interim report summarizing the feedback and priorities of the Advisory Committee.	Nov-12

Key Deliverables	Due Date
Implementation strategies for the CHRC to add new content, manage this new content, and provide regular communications with external audiences.	Ongoing
Recommendations for content of customized toolkits to aid in technical assistance to community health resources.	Ongoing
Submit final report summarizing the Advisory Committees suggestions for the development and implementation of technical assistance and educational efforts of the.	Mar-13

IV. STAFFING REQUIREMENTS

The contractor may propose to augment or revise the following list of required personnel. The contractor must demonstrate how its proposed staffing model will complete the tasks in a timely manner. Proposals must include an hourly rate for the work to be performed and an estimate of the total number of hours required to complete each task.

Labor Categories	Description
Project Manager	A management level individual with a minimum of 3 years experience in health policy research and development, report writing, managing workgroups that can ensure broad participation and facilitate discussion among all participants. (Writing sample required).

V. REQUIRED DOCUMENTS

1. Please provide a proposed work plan describing your approach to completing the tasks within the time allotted in the deliverable schedule.
2. Please include individual resumes, writing samples, and references for each of the personnel who are to be assigned if your organization is awarded the contract. (Appendices are not included in the page count.) Subcontractors, if any, must be identified, and a detailed description of their contributing role relative to the requirements of the proposal must also be included in the proposal. Each resume should include the amount of experience the individual has completed relative to the work requested for this solicitation. Letters of intended commitment to work on the project from personnel must also be included.
3. As part of its proposal the contractor will be required to include references for similar work performed as described in the Scope of Work.

VI. TERM OF CONTRACT

The contract begins on or about **June 25, 2012** and ends on **April 1, 2013**.

Contractor billing is required by the 15th of the month for the prior month and must include a description of the completed tasks in accordance with the Deliverable Schedule in Section III. All deliverables and work must be performed to the satisfaction of the CHRC for reimbursement approval.

VII. ISSUING OFFICER

The Issuing Officer for this solicitation is Mark Luckner, Executive Director, Maryland Community Health Resources Commission, 45 Calvert, Annapolis, MD 21401.

VIII. SUBMISSION DEADLINE

To be eligible for consideration, bids must be received by the Issuing Officer at the Commission office by **4:00 p.m. June 15, 2012**. **All bids must include Federal Tax Identification (FEIN) and eMaryland Marketplace (eMM) Numbers.** Vendors mailing proposals should allow sufficient mail delivery time to ensure timely receipt by the Commission. Bids may also be submitted electronically to bzombro@mhcc.state.md.us by the specified date and time.

In order to receive a contract award, vendors must be registered on eMaryland Marketplace (eMM). Registration is free. Go here to register: <https://ebidmarketplace.com>. Click on "Registration" to begin the process and follow the prompts.

IX. PROCUREMENT METHOD

The procurement method for this solicitation is a Small Procurement as described in the Code of Maryland Regulations (COMAR) 21.05.07. **The maximum award allowed under these regulations is \$25,000.**

X. TERMINATION CLAUSE

The State of Maryland may terminate this contract at any time and for any reason. Bidders must acknowledge this statement in their response to this Bid Board Notice to be considered an acceptable response.

**MINORITY BUSINESS ENTERPRISES AND SMALL BUSINESSES
ARE ENCOURAGED TO RESPOND TO THIS SOLICITATION**